

# Adjutant General's Department

10/3/2012

## YOUR DIRECT LINK TO State Vacancies

POST &/or  
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Ft. Riley	1,2,3	Unclassified Full-time	<b>NEW Material Handler</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172936">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172936</a>	RSMS	Oct. 12, 2012
Salina	1,2,3	Unclassified Full-time	<b>Industrial Mechanic</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172907">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172907</a>	CFMO-PW	Oct 20, 2012
Ft. Riley	1,2,3	Unclassified Full-time	<b>Supply Specialist Document Clerk</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172800">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172800</a>	RSMS	Oct. 7, 2012
Ft. Riley	1,2,3	Unclassified Full-time	<b>Media Blaster</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172880</a>	RSMS	Oct. 7, 2012
Topeka	1,2,3	Unclassified Full-time	<b>Fire Protection Station Captain</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172716">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172716</a>	190 <sup>th</sup> CEF Forbes	Open Until Filled
Topeka	1,2,3	Unclassified Full-time	<b>Fire Protection Supervisor</b> <a href="https://www.da.ks.gov/ps/pub/reginfo.asp?id=172317">https://www.da.ks.gov/ps/pub/reginfo.asp?id=172317</a>	190 <sup>th</sup> CEF Forbes	Open Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit [www.jobs.ks.gov](http://www.jobs.ks.gov) and search by vacancy number for positions open to categories 1,2,3.

### **NEW Material Handler – RSMS** **Ft Riley Kansas**

Unclassified. Full Time. \$13.61/hr, State benefits. Ft. **Job Duties:** Operates, gas, diesel and electric powered cranes, forklifts and jacks with capacities of 15,000 pounds. Stacks, loads and transports material and equipment. Palletizes, crate and boxes material and secures containers for shipping. Loads and unloads vehicles to and from railcars or commercial trailers. Unpacks supplies and equipment and prepares for issue or storage. Assists with identifying and tagging equipment.

**Requires** one year of experience and/or training in warehousing, including operating warehousing equipment (gas, diesel & electric powered cranes, forklifts & jacks, etc.); DL & pass FBI check. PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**To Apply:** Register your Personal Data and Apply online at [www.jobs.ks.gov](http://www.jobs.ks.gov) **OR** contact  
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.  
**Stephanie Burdett: 785-274-1460 Janice Harper: 274-1386 Jo Boswell: 274-1391**

**NOTE:** On-line application and listing of other State Vacancies are available on the Internet, [www.jobs.ks.gov](http://www.jobs.ks.gov)

## **Industrial Mechanic**

### **Kansas Regional Training Center– Salina, KS**

**Requisition # 172907 – Open Until October 20, 2012** - Full time, unclassified with benefits, state position, \$16.83 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

**Job Description:**

**Industrial Mechanical Systems and Equipment:** Inspects, troubleshoots, repairs, operates, services and modifies all types of facility equipment, i.e. abrasive blast systems, as well as components, i.e. compressors, electric motors, pumps, valves and other mechanical parts. **HVAC:** Identifies and recognizes the problems affecting equipment, and makes repairs to systems that provide for cooling, heating, filtering, or circulation of air for facilities and equipment. Performs the full range of work involved with troubleshooting and repair, overhaul, maintenance, and servicing of industrial air conditioning units, heat pumps, gas fire boilers, split ventilation systems and air drying systems.

**Building Systems:** Tests, inspects and maintains installed electrical, mechanical and plumbing systems for proper operation and compliance with applicable technical orders, manufacturers handbook and local procedures, and safety and environmental regulations. **Preventative Maintenance:** Performs preventative maintenance tasks in accordance with applicable technical data and local procedures in order to maintain optimal life expectancy of all equipment, systems and individual components.

May be required to return to work or work additional hours on occasion, to include weekend on-call on a rotational basis in the event of units training at Kansas Regional Training Center and/or inclement weather.

**Minimum and Preferred Qualifications:** Two (2) years of training and/or experience in building/industrial maintenance and repair, including one (1) year in building systems (i.e.) HVAC, Electrical, Plumbing. Must be physically able to lift and move objects weighing up to 100 pounds.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

**STEP 3:** Submit your online application to The Adjutant General's Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant General's Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

**STEP 4:** Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172907. The Adjutant General's Department is an Equal Opportunity Employer.

## **Supply Specialist Document Clerk**

### **Readiness Sustainment Maintenance Site – Fort Riley, KS**

**Requisition #12800 – Closes October 7, 2012** - Full time, unclassified temporary with benefits, state position, \$12.98 per hour in Fort Riley, Kansas. All application must be received by the closing date of 10/07/2012.

**Job Description:** Receives and stores a wide variety of specialized equipment, requiring special handling. Insures that items received are stored in proper locations. Prepares and reviews requisitions for completeness and compliance with regulations. Determines proper methods of storage and identification and stock location. Conducts periodic inventories and determines stock replenishment levels. Operates automated inventory and accounting software, checks forms and compiles records and reports. Frequently lifts and carries items that weigh up to 10 pounds with an occasion to handle items up to 40 pounds.

**Minimum and Preferred Qualifications:** Requires one (1) year of experience and/or training in supply; storekeeping including receiving, inspecting, cataloging, and storing goods and maintaining inventory records or related administrative functions; or completion of a military supply program & MOS in supply. Prefer experience and/or training in operating forklifts, hand dollies and trucks. Also prefer experience and/or training in using computers, databases and spreadsheets and standard office equipment. Must be able to work on hard surfaces and in work areas that requires standing, stooping, bending and working in tiring and uncomfortable positions for extended periods of time.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

**STEP 2:** Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

**To Apply:** Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220 or submit a State of Kansas Employment Application to K. Noel, 1970 2nd St., RSMS-Camp Funston, Fort Riley, Kansas 66442, 785-239-8891.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to [janice.l.harper@us.army.mil](mailto:janice.l.harper@us.army.mil). Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172800. The Adjutant General's Department is an Equal Opportunity Employer.

## **Media Blaster Readiness Sustainment Maintenance Site – Fort Riley, KS**

**Requisition #12880 – Closes October 7, 2012** - Full time, unclassified temporary with benefits, state position, \$14.30 per hour in Fort Riley, Kansas. All application must be received by the closing date of 10/07/2012.

**Job Description:** Prepares, loads, cleans, unloads, services and inspects blasting equipment prior to use. Prepares metal surfaces for painting or repair. Uses grinders, sanders, media blast, Ultra High Pressure Water Blast machines and chemicals cleaners. Operates spray equipment and may be required to apply primers, preparations, rust inhibitors, and paints of various types. Maintains and records production related data in log or as directed. Cleans equipment and work area after use. Performs routine maintenance and limited repair on equipment. Completes minor metal material repairs using hand and power tools. May occasionally assist in performing equipment body repair, welding and metal fabrication.

**Minimum and Preferred Qualifications:** Requires ability to manipulate and control media hose weighing 25-30 lbs and water gun nozzles with up to 40,000 pounds per square inch of water pressure. Must have grip strength in the dominant hand to handle the pressure of the water gun nozzle. Frequently on concrete/asphalt surfaces for 1 hour at a time for up to 7 hours total in a work shift. Must be able to work on platforms/lifts/ladders and sometimes on scaffolding at heights up to 30 feet for up to 7 hours a shift. Involves a considerable amount of walking, standing, squatting, balancing, bending/stooping, kneeling, crouching, etc. Prefer knowledge of surface preparation, material coating application, water jet systems, surface material removal and skill in safely working at heights from ladders and scaffolding.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

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(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

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## **Fire Protection Station Captain 190<sup>th</sup> ANG, Forbes Field, Topeka, KS**

**Requisition # 172716 – Open until Filled** – Full time, unclassified with benefits, state position, \$35,147.84 to \$47,436.48 annual salary, \$12.07 to \$16.29 hourly rate based on 2,912 hours per year, salary depending upon qualifications. Hazmat Technician certification incentive is available. 24 hour shifts. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

**Job Description:** Directs crew in fighting aircraft, wheeled vehicle, structural and wild land fires; hazmat response; confined space response; communications centers monitoring; inspections; training; assigns facility/fire vehicle maintenance tasks; and prepares reports.

**Minimum and Preferred Qualifications:** Requires two (2) years of firefighting experience, including or supplemented by one (1) year airfield fire fighting. Also requires national certification as a Fire Officer I; Fire Fighter II; Fire Instructor I; Fire Inspector I; Airport Fire Fighter; Driver/Operator Pumper, ARFF, and Tender; Hazardous Materials Awareness and Operations; and EMS First Responder. Must obtain NREMT certification within 1 year of hire; DL-Class A or Class B and pass the pre-employment physical. Must complete and/or maintain designated training, certifications and physical requirements as a condition of employment. Prefer sound supervisory abilities and experience and/or training in various software packages, particularly Microsoft Office.

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**NOTE:** Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

**STEP 1:** Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

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## **Fire Protection Supervisor 190th Air Refueling Wing, Forbes Field, Topeka, KS.**

**Requisition # 172317 – Open until filled** – Full time, unclassified with benefits, state position, \$13.04 per hour, negotiable based on qualifications. This position works a 24/48 schedule. This position is OPEN UNTIL FILLED, so please get your applications in as soon as possible.

**Job Description:** Supervises a shift of four (4) fire fighters in making management decisions in solving problems, providing precise and accurate decisions for firefighting guidance. This includes but is not limited to, timesheets, approving leave, staffing, counseling, observing and evaluating performance. This requires knowledge of and the ability to interpret and apply directives fairly. Employee acts as the Wing Fire Chief in his/her absence. Employee also performs rescue, fire suppression, firefighting, hazardous materials containment and control and/or emergency medical services duties during emergency incidents.

**Minimum and Preferred Qualifications:** Requires successful completion of a full four year (4) high school curriculum or GED equivalent. Also requires five (5) years of firefighting experience with progressive leadership responsibilities, four (4) years must be in airfield firefighting; possess the following certifications, DOD Fire Officer III; Hazardous Material Operations; Hazardous Materials Incident Command; and Airport Firefighter. Position requires certification of Emergency Medical Technician in 12 months; NIMS 100-400 & 700 and 800, State of Kansas Basic Supervisory course, and Air Force Incident Management course within 24 months. Must pass NFPA 1582 pre-employment physical and physical condition assessment. Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions.

**PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

**How to Apply:** The application process has 4 STEPS.

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